

**HAZARD CONTROL PLAN AND WORK AUTHORIZATION** Page 1 of \_\_\_\_

This form is from ESH-17-035

1. Describe the work to be performed (use continuation page if needed) or give procedure number, revision number, and title.

HCP-ESH-17-Computers, R2

Title: Installation, Repair, and Maintenance of Computers

This Hazard Control Plan (HCP) covers activities associated with installation, maintenance, and repair of computers and related peripheral equipment by ESH-17 group members. This plan also covers installation of UPS systems and external battery connection/replacement.

2. Describe potential hazards associated with the work (use continuation page if needed).

- a. Lifting/Moving Hazards
- b. Electrical Hazards
- c. Cut, Puncture and Pinch Hazards
- d. Burn Hazards

3. For each hazard, list the likelihood and severity, and the resulting initial risk level (before any work controls are applied, as determined according to LIR300-00-01.0, section 7.2)

- a. Lifting/Moving Hazards: occasional / critical = medium
- b. Electrical Hazards: improbable / moderate = minimal
- c. Cut, Puncture and Pinch Hazards: occasional / negligible = minimal
- d. Burn Hazards: occasional / negligible = minimal

Overall *initial* risk: ☐ Minimal ☐ Low ☒ Medium ☐ High

4. Applicable Laboratory, facility, or activity operational requirements directly related to the work:

☒ None ☐ List: Work Permits required? ☒ No ☐ List:

5. Describe how the hazards listed above will be mitigated (e.g., safety equipment, administrative controls, etc.):

NOTE: No worker in ESH-17 is authorized to perform internal maintenance or repair on UPS systems or battery packs.

- a. Lifting/Moving Hazards: workers shall use proper lifting techniques and equipment (e.g., support belt, carts, etc.) for moving and installing equipment. The worker shall seek help for items which are too heavy. Equipment shall be installed on suitable platforms.

Authorized worker should oversee the proper lifting techniques of helpers.

-- see continuation page --

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6. Knowledge, skills, abilities, and training necessary to safely perform this work (check one or both):

☐

Group-level orientation (per ESH-17-032) and training to applicable procedure.

☒

Other → Describe:

Authorized personnel must:

-- watch a videotape on proper lifting and back injury prevention; and

-- complete the training plan "R&D Electrical Workers: Non-Energized or Electronic/Computer Technicians: Non-Energized."

Recommended:

-- exercises, as recommended by Wellness Center trainers, to strengthen and tone muscles used in lifting.

7. Any wastes and/or residual materials? (check one) ☒ None ☐ List:

Note: the batteries used in UPS systems are recyclable and shall not be disposed of in the trash.

Batteries shall be returned to a factory-authorized service center.

8. Considering the administrative and engineering controls to be used, the *residual* risk level (as determined according to LIR300-00-01.0, section 7.3.3) is (check one):

☐

Minimal

☒

Low

☐

Medium (requires approval by Division Director)

9. Emergency actions to take in event of control failures or abnormal operation (check one):

☒

None

☐

List:

After this form is approved, perform the work safely. Identify opportunities for improvements in safety and report these to the safety officer or group leader.

Preparer(s) signature(s)

Name(s) (print) /Position

Date

[NOTE: Training to a procedure constitutes authorization.] **If this work is NOT described by a procedure:** I have reviewed the safety of this proposed work with the group safety officer and I commit to follow safe practices when performing this work.

Employee signature

Name (print)

Date

Additional employee signature (optional)

Name (print)

Date

Additional employee signature (optional)

Name (print)

Date

**Group leader or safety officer review.**

I have reviewed the proposed work with 1) the preparer(s) and 2) employees who will perform the work (if not described in a procedure) and I believe the hazards and safety concerns have been adequately addressed. The work as described above is hereby authorized. This authorization expires one year after the date below.

Group leader or safety officer signature

Name (print)

Date

This plan will be revised according to ESH-17-035. Group leader or safety officer: After completion, submit to ESH-17 Records Coord.

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**Hazard Control Plan continuation page. Give item number being continued.**

5. cont.)

## b. Electrical Hazards:

-- Computer and peripherals: ESH-17 personnel are not authorized to perform work on any internal power supply and shall not open the internal power supply protective case. Since the power supply will not be opened, work performed on computer systems by ESH-17 workers is not considered hazardous in accordance with LIG 402-600-01, Table 2.1

-- UPS: ESH-17 workers are not authorized to perform internal maintenance or repair on UPS systems or battery packs. ESH-17 workers may set up UPS systems and connect/replace external batteries. The UPS must be disconnected from power sources and loads and deenergized before battery connection/replacement. To deenergize the UPS and connect/replace the battery(s), read and follow the manufacturer's instructions.

c. Cut, Puncture, Pinch Hazards: Before beginning work, workers shall visually identify any sharp edges, tight spaces or hinged parts which might cause injury.

d. Burn Hazards: Before beginning work, workers shall identify any potentially hot (thermally) parts inside the equipment (mainly printers).